



TRANSFER OPPORTUNITY

FOR STATE EMPLOYEES



Staff Services Manager I

DEPARTMENT OF INDUSTRIAL RELATIONS

DIVISION OF ADMINISTRATION

Business Management Section/Facilities Unit

Position: Staff Services Manager I
\$4746 -5726

Location: Oakland
1515 Clay Street

Duties: Under the direction of the Business Services Section Manager, will function as the Manager in charge of the Facilities Unit for the Department of Industrial Relations; supervises Facilities Unit staff and provides training; assigns and reviews work; coordinates facilities projects for the department, including the review of leases and requests for space; reviews and approves forms for requests for space and tenant improvements; handles special requests for building improvements; oversees the preparation of rent schedules and projected costs; approves invoices for payment; develops procedure manuals; serves as liaison to upper management and the Department of General Services; meets regularly with the Manager of the Business Management Section; and, performs other duties as required.

SROA and eligible Surplus Employees will be given first consideration and are encouraged to apply. Current State employees eligible for transfer or list appointment to the above class may apply by sending an application to:

Attn: Terry Stevenson
DIR Personnel Office
455 Golden Gate Avenue, 8th Floor
San Francisco, CA 94102

Submit Application By: **April 21, 2006**, or until position filled. Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION